

**CHARLOTTE SELECTBOARD
TOWN HALL
MINUTES OF MEETING
NOVEMBER 12, 2012**

APPROVED

MEMBERS PRESENT: Charles Russell, Chair; John Owen, Ed Stone.

ABSENT: Winslow Ladue, Dennis Delaney.

ADMINISTRATION: Dean Bloch, Selectboard Assistant.

OTHERS: Charles Baker, Joanna Cummings, Michela Boomhower, Gerald Bouchard, Marty Illick, Hugh Lewis Jr, Ellie Russell, Sue Smith, Jenny Cole, John Limanek, Moe Harvey, Patrice Machavern, Mary Mead, Dale Hyerstay, Katie Palmer, David Mullin, Liam Murphy, Heather Pierce, Sara Munro, Dick St George, Josh Flores, John Hammer, Charlotte News; Carol Casey, Charlotte Citizen, and others.

(NOTE: the published agenda was heard out of order, but appears in order for continuity.)

CALL TO ORDER

Mr. Russell called the meeting to order at 7:02 p.m.

ADJUSTMENTS TO AGENDA

No Changes.

PUBLIC COMMENTS

Mr. Stone asked for an update on the request by Nancy Sabin for funding to copy historical photographs. Mr. Russell reported that he would assist Ms. Sabin with her project.

Ms. Cummings, Charlotte Conservation Commission representative, explained a Charlotte WaterShed program in a collaborative partnership with the Town Library, Charlotte Central School and other groups. A grant would be written, however, the water quality educational program could be done without funds. The partnership was seeking Selectboard support, said Ms. Cummings.

MINUTES: October 15, 2012

MOTION by Mr. Owen, seconded by Mr. Stone, to approve the Charlotte Selectboard minutes of 10/22/2012 as written.

VOTE: 3 ayes, 2 absent (Mr. Delaney, Mr. Ladue); motion carried.

Approval of the 10/29/2012 minutes was deferred until the next Selectboard meeting.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION – ECOS PRESENTATION – discussion only

Mr. Baker, Ms. Boomhower, Chittenden County Regional Planning Commission (CCRPC) representatives, and Ms. Illick, Charlotte Chittenden County Regional Planning

Commission representative, reviewed an e-mail regarding a draft CCRPC ECOS report that included 8 strategies, general action items, and identified specific projects. Feedback on the draft should be sent to the CCRPC by the end of the calendar year for formal adoption in early 2013.

Mr. Stone noted that Charlotte had an Affordable Housing Committee, and asked if the CCRPC could assist the committee. Mr. Owen explained that funding was available for creation of affordable rental units, but no one was applying. Ms. Russell, Charlotte Affordable Housing Trust member, explained that income eligibility requirements and transportation were issues. Mr. Baker said that the CCRPC could assist the committee.

Regarding energy, Mr. Stone said that solar and wind were a piece of the energy puzzle. Could the CCRPC help towns plan where solar or wind should or shouldn't go. Mr. Baker noted that several communities have identified that as an issue. Mr. Russell said that the Town was currently updating the current Town Plan, which did not include alternate energy projects, or where to put them. There have been discussions with the Charlotte Energy Committee regarding bio-mass heating for the Town buildings, said Mr. Russell.

Mr. Russell explained that public transportation bus service is now available for commuters in the morning and evening. Parking is a problem, as is how to expand the bus service. Ms. Boomhower said that Charlotte was not a CCTA member town. Over time could recognize a demand for service, such as at mid-day. CCTA was welcoming with tips and ideas, said Ms. Boomhower.

In response to a question regarding available grant money for habitat preservation and working landscapes, Ms. Boomhower said that there were three categories for working landscape grants.

Mr. Stone, as Charlotte's Emergency Management Coordinator, asked that the CCRPC Emergency Management person contact him regarding emergency planning.

Mr. Stone asked if the CCRPC could assist the Town in administering Habitat for Humanity affordable housing grants. Ms. Boomhower said that the CCRPC could assist with administration of federal reporting and act in a support role for grants management.

Mr. Bloch said that the Chittenden Solid Waste District (CSWD) was discussing a possible mobile drop off center in Town. Ms. Boomhower said she would solicit feedback from the CSWD General Manager.

Regarding a pedestrian/bike regional pathways connection, Mr. Stone said that bike lanes along roadways were not in the Town Plan, but should be discussed more.

BUDGET REVIEW

Trails Committee

Mr. Limanek, Trails Committee representative, reviewed a proposed FY2013-2014 budget. The committee was concentrating on completion of the Co-Housing trail. The committee would look into a gravel path on the Ferry Road easement.

The Selectboard thanked Mr. Limanek for his review.

Charlotte Park and Wildlife Refuge Oversight Committee

Ms. Cole and Ms. Smith, Charlotte Park and Wildlife Refuge Oversight Committee representatives, reviewed a proposed total budget of \$13,450. The budget was increased to cover more brush hogging at the park, said Ms. Cole.

Ms. Cole noted that a Varney access estimated cost could be scaled back, or put on hold. Work would be done to Town specifications, said Ms. Cole.

Mr. Lewis, Charlotte Road Commissioner, recommended digging the existing access road down one foot and put in fabric and one foot of material at one-half the cost. Mr. Russell suggested holding off on a decision until early January, 2013, on how the project should be funded and how to show it as a line item in the budget.

Ms. Cole said that the committee recommended keeping the park agricultural lease payment \$30 per acre for a total of \$3,390 for 113 acres. Unit N would be removed from the agricultural lease and managed for recreational and wildlife uses, said Ms. Cole.

Ms. Mead stated that the Town has not received payment for the lease this year. No bill was sent out, said Ms. Mead. Ms. Cole said she would send a bill to Ms. Mead.

The Selectboard thanked Ms. Smith and Ms. Cole for their report.

Charlotte Little League

Mr. Russell said that he had received an e-mail regarding a proposed Charlotte Little League FY2013/2014 budget of \$10,000.

Constable

Mr. Flores, Charlotte Constable, suggested that the Town needs to decide on the level of service, enforcement, and equipment required for the position, or not. Call volume did not indicate the need for a police department, or a second constable. He did not foresee increasing the current budget. On another matter, the intersection of F5 and Greenbush Road needed a street light of some sort, especially during Halloween, said Mr. Flores.

Animal Control Officer

Mr. St George said that he would resign as Animal Control Officer due to an aggravation factor. The Selectboard should increase the budget for next year, suggested Mr. St George. Mr. Stone asked if the current \$3,000 budget should be increased to \$5,000. Mr. Lewis asked the Selectboard to clarify if the position was a Dog Catcher, or Animal Control Officer that covered wildlife and other animal calls.

Mr. Owen suggested increasing the budget amount and placing a notice for a replacement in the local newspapers.

1ST PUBLIC HEARING TO READOPT THE CURRENT TOWN PLAN – action item

Mr. Russell opened the floor for comments regarding a proposal to re-adopt the current Town Plan.

There were no comments.

MOTION by Mr. Stone, seconded by Mr. Owen, to warn a second public hearing for readopting the current Town Plan for December 10, 2012, at 7:15 p.m.

VOTE: 3 ayes, 2 absent (Mr. Delaney, Mr. Ladue); motion carried.

GREEN MOUNTAIN HABITAT FOR HUMANITY – REQUEST TO AUTHORIZE WORK ON A GRANT APPLICATION TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM ON BEHALF OF THE TOWN TO HELP FUND CONSTRUCTION OF FIVE AFFORDABLE DWELLINGS – action item

Mr. Mullin and Ms. Munro, Green Mountain Habitat for Humanity representatives, and Ms. Winchell, consultant, reviewed a request to partner with the Town on a Vermont Community Development grant application. The Town would be the applicant and administer the grant. Green Mountain Habitat for Humanity would write the grant and pay for legal fees that the Town might incur. The potential \$290,000 grant with the addition of Habitat for Humanity funds would pay for five affordable houses at Albert's Way. Invoices would be submitted to the Town one time per month and it was estimated that the Town would take an average of one hour to process one check to cover the invoices, said Mr. Mullin.

Mr. Stone asked how many of the affordable units would be dedicated to a Charlotte resident. Mr. Mullin replied that it was an open application process for the units. Ms. Palmer, resident, said that she could assist anyone in that process and the school would help to get the word out that there were affordable units available.

Ms. Palmer thanked the Town for the Greenbush Road Habitat for Humanity affordable project. It is a big deal to have a home, said Ms. Palmer.

Mr. Harvey, resident, asked how many Charlotte residents lived in the affordable houses on Greenbush Road. Mr. Mullin replied one out of the three units.

Ms. Mead expressed concern on the time commitment to administer a federal grant, and said that she would like to talk to a town treasurer, or town clerk, that has administered a similar grant before committing to the request. Ms. Winchell said that she would have Jane Cushman, Chelsea, call Ms. Mead. The Town of Hinesburg administered a grant and could answer some of Ms. Mead's questions as well, said Ms. Winchell.

Mr. Mullin explained that the Town could decide that they do not want to commit to the grant process up to the November 26, 2012 public hearing.

Mr. Stone and Mr. Owen spoke in support of waiting until the full Board was in attendance at the next Selectboard meeting. Mr. Stone said that Ms. Mead should have more information by that time.

Ms. Winchell said that the grant application has to be submitted by December 4, 2012. She would find out the minimum time for grant administration required from the Town staff for the federal program. Habitat for Humanity could write the grant now and have it ready. The Town doesn't need to do anything until the public hearing, suggested Ms. Winchell.

SIGN FOR TOWN HALL – action item

MOTION by Mr. Stone, seconded by Mr. Owen, to approve an expenditure of \$830 for fabrication and installation of a Town Hall sign.

VOTE: 3 ayes, 2 absent (Mr. Delaney, Mr. Ladue); motion carried.

LIAM MURPHY – REQUEST FOR A LICENSE AGREEMENT TO LOATE UTILITIES UNDER ORCHARD ROAD – action item

Mr. Murphy explained that a new telephone line and cable would cross under Orchard Road. Mr. Lewis, Charlotte Road Commissioner, clarified that a permit was needed to dig under the road.

Mr. Bloch said that the applicant had submitted a copy of a plan by Civil Engineering, Inc, and the application should reference that plan. Mr. Murphy pointed out that the engineering plan had it cross Lost Forest Road and then cross Orchard Road. The request was to cross one time under Orchard Road, said Mr. Murphy.

Mr. Russell said to cross out the Civil Engineering name and stamp it as Exhibit A.

MOTION by Mr. Stone, seconded by Mr. Owen, to approve a request by Liam Murphy for a License Agreement to locate utilities under Orchard Road as amended.

VOTE: 3 ayes, 2 absent (Mr. Delaney, Mr. Ladue); motion carried.

BRIDGES 14, 30 & 31 – REVIEW OF TECHNICAL PROPOSALS IN RESPONSE TO RFP – discussion only

Mr. Stone said he would like to see all three of the proposals. Mr. Bloch reported that Dick Hoskins, VTrans, would appear at the next Selectboard meeting to discuss the proposals.

Mr. Hyerstay, Dorset Street resident, expressed concerns regarding the one-lane Dorset Street Bridge. It should be two lanes for safety. Dirt roads ice up in winter and the Dorset Bridge approaches are hilly, said Mr. Hyerstay. Mr. Bloch said that the bridge design

could be addressed in the contract process. A Town discussion was needed first, said Mr. Bloch.

Mr. Lewis said it should be two lanes. However, if it was a two-lane road it would bring increased traffic and that was one down fall, said Mr. Lewis.

Mr. Hyerstay asked if it would help to do a survey of the people living on the road. Mr. Russell replied yes.

EMPLOYEE HEALTH INSURANCE – discussion only

Mr. Russell suggested deferring discussion until the full Board was available, and asked staff to contact the Vermont Association of Chamber Executives (VACE) on Tuesday, November 13th, for a schedule to sign and submit the VACE employee health insurance documents. Mr. Bloch said that the Town needed to sign up by November 15th.

TOWN AUDIT – OBTAIN COMMENTS ON FIAL DRAFT – discussion only

Ms. Machavern, Town Auditor, reviewed a draft Audit of Town Financial Statements for the year ending June 30, 2012. The Selectboard had discussed either a \$380,000, or \$385,000 Reserve Fund Balance to reduce the tax rate at the October 22, 2012 meeting, said Ms. Machavern.

Ms. Machavern reviewed proposed edits and corrections to the draft Audit report as follows:

- Note 7 should state: “Reserved for Taxes”.
- Change the date for Current Use to FY2013.
- More detail was needed for MD&A.
- Pages 44-45, need to: identify the responsible party and when each item would happen.
- Change “...for preparing the budget...” to read “...for setting the tax rate”.

LARRY HAMILTON – REQUEST TO BE APPOINTED AS FENCE VIEWER – action item

MOTION by Mr. Owen, seconded by Mr. Stone, to appoint Larry Hamilton as Charlotte Fence Viewer.

VOTE: 3 ayes, 2 absent (Mr. Delaney, Mr. Ladue); motion carried.

HEATHER PIERCE – REQUEST FOR REIMBURSEMENT OF SUBDIVISION FEE OF \$1,200 – action item

MOTION by Mr. Stone, seconded by Mr. Owen, to approve a request by Heather Pierce for reimbursement of a subdivision fee of \$1,200.

DISCUSSION:

Ms. Pierce explained that she had applied for a minor subdivision, which the Planning Commission approved and signed January 19th. She had 180 days to file a Mylar, but didn't put it on her calendar. She relied on the professionals she had hired. She was a day or two late in filing the Mylar. She re-applied and got

approved again, said Ms. Pierce. Mr. Bloch clarified that Ms. Pierce submitted a new application to the Planning Commission.

Mr. Russell said that the Selectboard had reimbursed the Frost's minus actual Town costs of \$100 related to an appeal application in a previous request. AMENDMENT to the motion by Mr. Stone, seconded by Mr. Owen, to reimburse \$1,100.

VOTE: 3 ayes, 2 absent (Mr. Delaney, Mr. Ladue); motion carried.

SELECTBOARD UPDATES

Mr. Owen reported that he has been in contact with the Shelburne Police Chief, Jim Warden. Since the 50 mph speed signs have been installed on Ferry Road and the Charlotte/Hinesburg Road there have been unintended consequences. The Police Chief said that a speed monitoring cart could be put in place, said Mr. Owen.

Mr. Lewis said that people were pulling up the 50 mph speed sign on Ferry Road. There was no funding for enforcement to slow people down if speed limits were lowered from 50 mph. Should the speed signs be removed, asked Mr. Lewis. Mr. Owen asked if the enforcement budget should be increased.

Mr. Russell suggested conducting a town-wide speed limit survey. There needs to be further discussion, said Mr. Russell.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members signed bills and warrants.

ADJOURNMENT

MOTION by Mr. Stone, seconded by Mr. Owen, to adjourn the meeting.

VOTE: 3 ayes, 2 absent (Mr. Delaney, Mr. Ladue); motion carried.

The meeting was adjourned at 10:02 p.m.

Respectfully submitted, Kathlyn Furr, Recording Secretary